

DESCRIPTION: Under general supervision, conducts inspections and investigations to enforce compliance of any of the following labor law and regulation areas: Wage & Hour Act; Wage Payment & Collection Act; Contractor Registration and Classification of Workers Act; child labor laws; meal and rest period laws; Veterans Preference and Re-Employment rights; private employment agency law and all other labor laws enforced by the Department of Labor. Inspects business and industrial establishments and worksites to secure and assure compliance with local, State, and federal labor laws, rules, regulations, and special codes; performs related work as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Conducts labor law investigations and inspections; performs payroll record reviews. Provides recommendations on follow-up actions as a result of completed investigations/inspections. Prepares and closes case files.

Conducts on-site inspections and interviews at construction sites to ensure compliance with Contractor Registration and Classification of Workers Act.

Determines ages of minors and their possession of legal work permits and age certificates to ensure employers are complying with minimum age restrictions for their employees.

Compares time of day and number of hours worked on employee time cards with applicable work hour limitation laws to ensure compliance with wage and hour and/or child labor laws.

Meets with employees to discuss conditions of employment, including wages, benefits, lunch and rest periods and work agreements, to identify issues pertinent to labor investigations.

Advises and informs employees, employers, and union officials of labor laws, rules, and regulations in answer to specific requests and to provide continuing education to these individuals.

Collects information, facts, data, and other forms of evidence concerning violations of labor law to consolidate materials pertinent to labor investigations.

Writes and submits required reports of investigations together with recommendations for corrective action, to meet reporting requirements and to provide a record of activities.

Reviews and discusses inspection reports with employers, employees, and union officials to inform them of findings and/or corrective action requirements.

Advises veterans, reservists and National Guard members of their employment or re-employment rights with state government or its political subdivisions to disseminate information and guide them toward resolution of employment/re-employment problems.

Investigates complaints filed with the agency by veterans, reservists, and National Guard members to determine the nature and accuracy of alleged violations and resolve disputes.

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Collects supportive information including type of discharge received by the veteran, dates of service, type of enlistment, and type of commission to provide verified information for use in investigations.

Examines applicant fee-paid private employment agency records to ensure compliance with State statutes pertaining to private employment agencies and to collect information for use in investigations.

Investigates complaints against applicant fee-paid employment agencies or clients of applicant fee-paid employment agencies to comply with State statutes and to collect information pertinent to resolution of disputes.

Writes and submits reports to the Commissioner of Labor on private employment agency disputes to meet internal reporting requirements and to provide information to be used in the resolution of disputes between private employment agencies and their clients.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the practices and procedures of employment/labor investigation; typical working conditions in business and industrial settings; clerical accounting procedures pertaining to wage computation and recording of hours worked; basic office computer software programs.

Ability to: learn and apply State and federal labor laws, regulations and directives; communicate to exchange technical information and findings with the public, employers and employees; establish and maintain work relationships with employees, employers, representatives of governmental agencies and the public; calculate solutions to problems involving the arithmetic functions of addition, subtraction, multiplication and division; analyze data and information from a variety of sources and develop conclusions and recommendations; summarize information into reports; plan and schedule one's personal workload.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Post high school coursework/training in: public administration, business administration, personnel administration, labor law, bookkeeping, accounting, or social/behavioral sciences; OR experience in: business, labor relations, personnel management, social services, and/or labor law with responsibility for interpretation and enforcement of laws, rules, and regulations including investigations of alleged violations.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Positions in this class may require an employee to possess a valid driver's license or the ability to provide independent authorized transportation.

Frequent overnight and/or regular day travel outside the city of residence may be required of incumbents in this job class.